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21 AUG 1970

MEMORANDUM FOR: Deputy Director, Personnel Security

SUBJECT : Significant Accomplishments,
Security Records and Communications
Division - FY 1970

REFERENCE : Memo from Ex. Off., Subject: OS
Significant Accomplishments for
FY 1970

1. Set forth below are significant accomplishments for the Security Records and Communications Division for FY 1970:

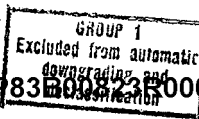
25X1 A. Furnished key punch support and hard copy listings utilized in identifying 217 persons named in the [redacted] of 26 August 1969 and alleged to be CIA employees. Flag sheets were prepared and filed in security dossiers where appropriate.

B. Replaced two (2) Addressograph-Multilith presses with a Xerox Model 3600-1. This introduced a self-service reproduction time-saving operation and enabled a more effective use of floor space. During this period 43,322 multilith and Xerox masters were prepared and processed and 1,211,160 biographical data sheets were printed for use during investigative coverage.

C. A method was devised which eliminated the need for maintaining separate soft files containing the oaths and supporting papers relating to persons indoctrinated for compartmented clearances. This action released 159 cubic feet of floor space in the Compartmented Information Branch/SR&CD and provided much needed work space in the area.

D. Completed 92,711 requests from other Federal Agencies for name checks. These requests resulted in 7,385 positive results. Of the number of requests received, 77,347 were transmitted via the newly established tele-processing link between CIA and Fort Holabird (DOD/NACC). During this same period 74,833 "no record" responses were transmitted to NACC via the same link and 37,781 CIA name check requests were forwarded via the link for searching in the Department of Defense, Central Index.

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E. Added 131,110 records to the OS Master SANCA Index.

F. Key punched 506,664 names for computer search of the SANCA index resulting in 398,177 computer "hits".

G. Filed 249,340 pieces of correspondence.

H. Processed 7,541 dispatches.

I. Serviced 29,838 priority requests received by the Personalized Services Unit (PSU) of the Files Section.

J. Received 8,534 and transmitted 10,016 TWX messages from [redacted] offices.

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K. Handled 10,560 IN cables, 4,890 OUT cables and 20,323 non-Agency cables.

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[redacted]

M. Processed 17,139 RID checks and reviewed 2,107 RID references.

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[redacted]

O. Serviced 240,363 requests for security files.

P. Completed the centralization of all compartmented clearances into one index (SPECLE). The responsibility for certification of compartmented clearances now rests with a single office within CIA which will, upon completion of computer programming, be provided with a remote access capability to further enhance the certification process within the intelligence community.

Q. The SR&CD Systems Administrator lectured on the operations of the SANCA System before seven (7) separate groups attending the Agency ADP Orientation Course.

R. Numerous briefings of SR&CD ADP applications were conducted for various agencies including the Army Intelligence Command, the U.S. Air Force, the U.S. Navy and the

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USIB Computer Security Sub-Committee.

S. Approximately 5,000 unique SANCA surnames were grouped as a beginning of a project that will eventually provide automatic spelling variations for SANCA name checks.

T. Negotiated the receipt of computer tapes in lieu of machine listings for Air Force contributions to the SPECLE master file. This will eventually reduce the clerical workload in CIB/SR&CD.

U. Continued to provide facilities and personnel for purposes of liaison with 274 accredited agents representing 41 other Federal agencies.

V. Conducted detailed briefings of personnel, both clerical and professional, of the Personnel Security Division, Investigations Division and the Security Research Staff on the proper utilization of SANCA output data.

W. Recalled 4,880 retired files from the Records Center and reactivated 1,451 of these.

X. Conducted 68,023 manual searches of the OS Master Index.

Y. Processed a total 34,555 cases - 16,497 covert cases, 8,605 overt cases and 9,453 overt miscellaneous cases.

Z. Conducted 21,672 SANCA name searches using IBM 2260 Cathode Ray Tube devices and a 2741 typewriter terminal.

AA. Processed a total of 112,196 transactions (adds, changes and deletions) in the SPECLE System.

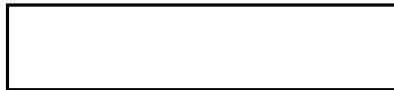
BB. Furnished 628 SPECLE machine runs throughout the entire intelligence community.

CC. Conducted 2,237 Special Clearance briefings and debriefings of Agency personnel.

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DD. Received or prepared 9,991 cable actions concerning special clearance actions.



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Chief, Security Records and
Communications Division

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